



DEPARTMENT OF ADMINISTRATION  
HUMAN RESOURCES DIVISION  
GOVERNMENT OF GUAM

**JOB ANNOUNCEMENT  
OPEN COMPETITIVE EXAMINATION**

**TO ESTABLISH A LIST FOR THE POSITION OF  
ADMINISTRATIVE SERVICES OFFICER**  
(Position Code No. 2.030)

FELIX P. CAMACHO  
Governor of Guam

MICHAEL W. CRUZ, M.D.  
Lieutenant Governor

LOURDES M. PEREZ  
Director

JOSEPH C. MANIBUSAN  
Deputy Director

ANNOUNCEMENT NO:

DOA171-08

APPLICATIONS WILL BE ACCEPTED  
FOR THE PERIOD

DECEMBER 17, 2008 - JANUARY 12, 2009

PAY GRADE:

OPEN: N-1; \$31,064, P/A - N-10; \$46,596, P/A  
PROM: N-1; \$31,064 P/A - N-20; \$65,728 P/A

**WHO CAN APPLY**

Open to government of Guam employees and the public.

**QUALIFICATION  
REQUIREMENTS**

Four years of progressively responsible experience in management services work and graduation from a recognized college or university with a Bachelor's degree in public or business administration, social or behavioral sciences, or related fields; or

Any equivalent combination of experience which provides the minimum knowledge, abilities and skills.

**SUITABILITY  
DETERMINATION  
FORM**

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**POLICE & COURT  
CLEARANCE  
REQUIREMENTS**

If you are selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

**NATURE OF WORK**

Administers a comprehensive administrative services program for a large department or agency.

**MINIMUM  
EDUCATIONAL  
REQUIREMENTS**

"Pursuant to Public Law 27-61, all employment in the service of the government of Guam shall have, as a reasonable measure of job performance, the minimum requirement of a high school diploma or a successful completion of a General Educational Development ("GED") Test, or any equivalent of a general education high school program, or a successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field required for the job. This shall apply to individuals hired after May 17, 2002. This requirement does not apply to incumbent employees hired prior to May 17, 2002 if applying for positions in the same class series."

**ILLUSTRATIVE  
EXAMPLES OF WORK**

Administers the administrative services functions for the department including personnel and training, budget preparation, funds management, and procurement. Develops, amends, and interprets administrative policies and procedures and other guidelines governing management services. Confers with program administrators and other

## ADMINISTRATIVE SERVICES OFFICER

employees concerning the administrative needs and requirements of pertinent programs, policies, regulations and other guidelines. Conducts management and personnel studies or survey to improve management services. Coordinates the technical administration of management services with Personnel Office, Budget Office, Procurement Office and other agencies involved in the activities of the department. Provides technical guidance to program administrators in securing and administering federal grants in aid; assures compliance with local and federal regulations and program guidelines. Prepares correspondence and reports concerning the administrative operations of the department. Performs related duties as required.

### **KNOWLEDGE, ABILITIES & SKILLS**

Knowledge of the principles, practices and techniques of public administration. Ability to administer management services, including budget preparation and funds management, personnel management, procurement. Ability make to work decisions in accordance with appropriate program guidelines. Ability to interpret and apply pertinent program guidelines. Ability to evaluate management services effectiveness and recommend or initiate changes in policies, procedures and program requirements to improve effectiveness. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

### **EXAMINATION REQUIREMENTS**

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.0 percent on the basis of their training, education and experience in relation to the requirements of the position.

### **DOCUMENTATION REQUIREMENTS**

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

### **INTERVIEWING PROCEDURES**

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

### **DRUG SCREENING**

Applicants selected for and offered employment with the government of Guam shall undergo and pass a mandatory drug test before being employed.

### **WHERE TO APPLY**

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

### **FOR MORE INFORMATION**

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400. In addition job announcements and job application forms are accessible at Department of Administration's website at [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov). Also job applications can be download from [http://www.govguamdocs.com/doa/index\\_doa.htm](http://www.govguamdocs.com/doa/index_doa.htm).

For:   
CECILIA G. MARTINEZ, Manager  
Human Resources Division

**WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.**



DEPARTMENT OF ADMINISTRATION  
HUMAN RESOURCES DIVISION  
GOVERNMENT OF GUAM

**MERIT OPPORTUNITY JOB ANNOUNCEMENT  
DEPARTMENTAL COMPETITIVE EXAMINATION**

**TO ESTABLISH A LIST FOR THE POSITION OF  
CHIEF PLANNER**

(Position Code No. 6.325)

FELIX P. CAMACHO  
Governor of Guam

MICHAEL W.  
CRUZ, M.D.  
Lieutenant Governor

LOURDES M. PEREZ  
Director

JOSEPH C. MANIBUSAN  
Deputy Director

ANNOUNCEMENT NO:

DOA 176-08

**AREA OF CONSIDERATION DEPARTMENT OF LAND MANAGEMENT**

APPLICATIONS WILL BE ACCEPTED  
FOR THE PERIOD

DECEMBER 17, 2008 - JANUARY 12, 2009

PAY GRADE

OPEN: P-1; \$36,850 - P-10; \$55,274 P/A  
PROM: P-1; \$36,850 - P-20; \$77,969 P/A

**WHO CAN APPLY**

Only permanent, government of Guam employees from the department or agency as identified in the area of consideration above, can apply. The appointing authority for the above department/agency has identified this position as a career development opportunity for his/her employees. This change in the Department of Administration's application acceptance policy is effective August 23, 2005.

**QUALIFICATION  
REQUIREMENTS**

Four years of experience in either physical, economic, social, or urban planning work, one year of supervisory experience, and graduation from a recognized college or university with a Bachelor's degree in social sciences, public or business administration, engineering, economics, planning, or closely related field; or

Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

**MINIMUM  
EDUCATIONAL  
REQUIREMENTS**

"Pursuant to Public Law 27-61, all employment in the service of the government of Guam shall have, as a reasonable measure of job performance, the minimum requirement of a high school diploma or a successful completion of a General Educational Development ("GED") Test, or any equivalent of a general education high school program, or a successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field required for the job. This shall apply to individuals hired after May 17, 2002. This requirement does not apply to incumbent employees hired prior to May 17, 2002 if applying for positions in the same class series."

**SUITABILITY  
DETERMINATION  
FORM**

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**POLICE & COURT  
CLEARANCE  
REQUIREMENTS**

If you are selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

**NATURE OF WORK**

Administers the programs and activities of a territorial-wide planning agency. Employees in this class supervise the activities of subordinate planning function within an agency.

## CHIEF PLANNER

### ILLUSTRATIVE EXAMPLES OF WORK

Directs all planning functions within an agency. Directs and prioritizes the development and implementation of comprehensive planning programs and projects; evaluates operational effectiveness for each specialized planning activity. Establishes criteria for preparation of impact studies and statements; reviews statements and studies for methodology and results. Analyzes and interprets local and federal legislation, and maintains records and reports of actions affecting planning programs and projects. Represents the agency at conferences and meetings with local government officials, public and private agencies and representatives of the federal government.

### KNOWLEDGE, ABILITIES & SKILLS

Knowledge of the principles and practices of physical, economic, social and urban planning. Knowledge of federal grants-in-aid programs as they relate to planning activities. Ability to administer the programs and activities of a territorial -wide planning agency. Ability to make decisions in accordance with appropriate program guidelines. Ability to evaluate operational effectiveness and implement changes in organization, policies and procedures to improve effectiveness. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

### EXAMINATION REQUIREMENTS

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.0 percent on the basis of their training, education and experience in relation to the requirements of the position.

### DOCUMENTATION REQUIREMENTS

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

### INTERVIEWING PROCEDURES

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

### DRUG SCREENING

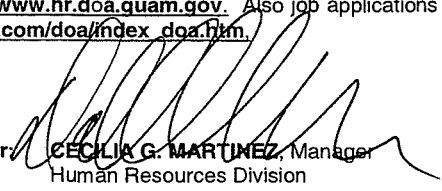
This is a Testing Designated Position (TDP), as identified in the Drug Free Workplace Program. An applicant tentatively selected for this position will be required to submit to urinalysis for illegal use of drugs prior to final selection. {Exception: If the position change is for thirty (30) days or less, or the applicant is classified employee not moving to a TDP or currently occupies a government of Guam Testing Designated Position (TDP), no applicant test is required.} The selection is contingent upon a negative drug test result and, thereafter, the selectee will be subject to drug testing on a random basis as the incumbent of a TDP. Further, all government employees may be subject to drug testing under certain circumstances such as reasonable suspicion and after an accident or an unsafe practice. All individuals will have an opportunity to submit medical documentation that may support the legitimate use of a specific drug to a Medical Review Officer. An applicant's test results will be provided to the selecting official and the Department of Administration, Human Resources Division, before a final selection is made. A verified positive drug test result of a current employee occupying a TDP will also be provided to the employing appointing authority. Situations in which applicant refused or ignored the requirement to take a pre-employment drug test without just cause are to be handled as disqualified.

### WHERE TO APPLY

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

### FOR MORE INFORMATION

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400. In addition job announcements and job application forms are accessible at Department of Administration's website at [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov). Also job applications can be download from [http://www.govguamdocs.com/doa/index\\_doa.htm](http://www.govguamdocs.com/doa/index_doa.htm).

For:   
CECILIA G. MARTINEZ, Manager  
Human Resources Division

**WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.**



FELIX P. CAMACHO  
Governor of Guam

MICHAEL W. CRUZ, M.D.  
Lieutenant Governor

LOURDES M. PEREZ  
Director

JOSEPH C. MANIBUSAN  
Deputy Director

DEPARTMENT OF ADMINISTRATION  
HUMAN RESOURCES DIVISION  
GOVERNMENT OF GUAM

**JOB ANNOUNCEMENT  
OPEN COMPETITIVE EXAMINATION**

**TO ESTABLISH A LIST FOR THE POSITION OF  
CONTRACTORS LICENSE INVESTIGATOR**  
Position Code No. 04.205

ANNOUNCEMENT NO:

DOA 117-07

APPLICATIONS WILL BE ACCEPTED  
FOR THE PERIOD

**January 29, 2009**  
SEPTEMBER 27, 2007 - ~~CONTINUOUS~~

PAY GRADE:

OPEN: I-1; \$21,389 P/A - I-10; \$32,083 P/A  
PROM: I-1; \$21,389 P/A - I-20; \$45,256 P/A

**WHO CAN APPLY**

Open to government of Guam employees and the public

**QUALIFICATION  
REQUIREMENTS**

Two years of work experience involving the application of technical regulations, legal requirements and related enforcement work; and graduation from high school; or

Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**NECESSARY  
SPECIAL  
QUALIFICATION**

Possession of a valid driver's license.

**NATURE OF WORK**

This is technical investigative work involved in the enforcement of the Guam Contractors License Board Laws, rules and regulations. Employees in this class work independently after initial training and work under closer supervision on more complex assignments.

**MINIMUM  
EDUCATIONAL  
REQUIREMENTS**

"Pursuant to Public Law 27-61, all employment in the service of the government of Guam shall have, as a reasonable measure of job performance, the minimum requirement of a high school diploma or a successful completion of a General Educational Development ("GED") Test, or any equivalent of a general education high school program, or a successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field required for the job. This shall apply to individuals hired after May 17, 2002. This requirement does not apply to incumbent employees hired prior to May 17, 2002 if applying for positions in the same class series."

**SUITABILITY  
DETERMINATION  
FORM**

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**POLICE & COURT  
CLEARANCE  
REQUIREMENTS**

If you are selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

**ILLUSTRATIVE  
EXAMPLES OF WORK**

Conducts inspections and investigations on contractors to assure compliance with the Guam Contractors License Board laws, rules and regulations; interprets and disseminates information on inquiries relative to the laws, rules and regulations; advises contractor's in regards to obtaining licenses to conform with findings of investigation. Investigates consumer complaints; gathers, analyzes, evaluates and determines facts from information obtained in each complaint; conduct

## CONTRACTORS LICENSE INVESTIGATOR

### KNOWLEDGE, ABILITIES & SKILLS

interviews with contractors, witnesses and suspects; takes statements under oath; collects and preserves evidence; and examines records. Appears before the Guam Contractors License Board and/or court of law as a witness in disputed cases. Maintains records and prepares investigative reports. Performs related duties as required.

Ability to apply investigative techniques and methods. Ability to learn, interpret and apply pertinent laws, rules and regulations and other program guidelines. Ability to enforce rules and regulations with firmness, tact and impartiality. Ability to identify, evaluate and extract information from a variety of documents. Ability to gather facts and information and maintain their confidentiality. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare investigative reports. Skill in the safe operation of a motor vehicle.

### EXAMINATION REQUIREMENTS

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

### DOCUMENTATION REQUIREMENTS

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

### INTERVIEWING PROCEDURES

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

### DRUG SCREENING

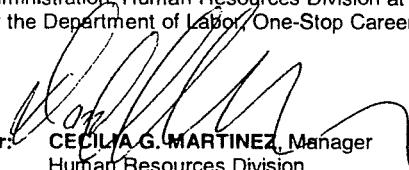
Applicants selected for and offered employment with the government of Guam shall undergo and pass a mandatory drug test before being employed.

### WHERE TO APPLY

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

### FOR MORE INFORMATION

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400.

For:   
CECILIA G. MARTINEZ, Manager  
Human Resources Division

**WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.**



DEPARTMENT OF ADMINISTRATION  
HUMAN RESOURCES DIVISION  
GOVERNMENT OF GUAM

**JOB ANNOUNCEMENT  
OPEN COMPETITIVE EXAMINATION**

**TO ESTABLISH A LIST FOR THE POSITION OF  
DEPUTY CIVIL REGISTRAR**

(Position Code No. 01.239)

FELIX P. CAMACHO  
Governor of Guam

MICHAEL W. CRUZ,  
M.D.  
Lieutenant Governor

LOURDES M. PEREZ  
Director

JOSEPH C. MANIBUSAN  
Deputy Director

ANNOUNCEMENT NO:

DOA02-09

APPLICATIONS WILL BE ACCEPTED  
FOR THE PERIOD

JANUARY 07, 2009 - JANUARY 29, 2009

PAY GRADE:

OPEN: M-1; \$28,678 P/A - M-10; \$43,018 P/A  
PROM: M-1; \$28,678 P/A - M-20; \$60,681 P/A

**WHO CAN APPLY**

Open to all government of Guam employees and the public.

**QUALIFICATION  
REQUIREMENTS**

Four years of responsible experience associated in real estate activity and of which one year must have been in a supervisory capacity; and a Bachelor's degree in real estate, law, or business administration; **OR**

Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**SUITABILITY  
DETERMINATION  
FORM**

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**POLICE & COURT  
CLEARANCE  
REQUIREMENTS**

If you are selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

**NATURE OF WORK**

This is complex administrative work involved in administering the programs and activities of the Land Records Division of the Department of Land Management.

**ILLUSTRATIVE  
EXAMPLES OF WORK**

Directs and administers the functions and activities of the Land Records Division involved in reviewing, maintaining and certifying all documents and/or instruments for the registration of real property. Examines and directs the preparation of instruments and abstracts of titles relative to government land sales, mortgages, leases, exchanges, quitclaim and the issuance of land permits, revocable permits, contracts to deeds, and the preparation of documents for the acquisition of private property for public use. Examines and verifies land registration cases and civil suits filed in court; testifies in court; presents and explains documentary evidence of property as recorded. Reviews records for submerged land use; certified abstracts for condemnation to determine legal ownership. Directs and assures that changes in property listings are accurate and up-to-date for assessment purpose to be submitted to the Real Property and Income Tax Division. Certifies and signs certificates of titles and marginal notations on land records. Directs the proper documentation of fees and assures the proper handling of all monies received for submittal to the Treasurer of Guam. Prepares program budget and reports. Prepares correspondences for the Director's/Governor's signature.

## DEPUTY CIVIL REGISTRAR

### KNOWLEDGE, ABILITIES & SKILLS

Handles inquiries and/or complaints from the public regarding any recorded data filed. Evaluates and establishes administrative policies and procedures to improve operational effectiveness. Performs related duties as required.

Knowledge of the techniques and practices employed in the registration and recordation of various transactions relating to real property. Knowledge of the laws, regulations and policies relating to the registration of real property. Ability to administer the programs and activities of the Land Records Division. Ability to make work decisions in accordance with appropriate laws, regulations and program guidelines. Ability to evaluate operational effectiveness and recommend/implement changes in organization, policies and procedures to improve effectiveness. Ability to analyze and interpret legal documents and instruments relating to real property. Ability to interpret and apply pertinent statutory and regulatory requirements. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

### EXAMINATION REQUIREMENTS

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

### DOCUMENTATION REQUIREMENTS

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

### INTERVIEWING PROCEDURES

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

### WHERE TO APPLY

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.

### FOR MORE INFORMATION

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400. In addition job announcements and job application forms are accessible at Department of Administration's website at [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov). Also job applications can be download from [http://www.govquamdps.com/daa/index\\_doa.htm](http://www.govquamdps.com/daa/index_doa.htm)

For   
CECILIA G. MARTINEZ, Manager  
Human Resources Division

**WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.**





DEPARTMENT OF ADMINISTRATION  
HUMAN RESOURCES DIVISION  
GOVERNMENT OF GUAM

**JOB ANNOUNCEMENT  
OPEN COMPETITIVE EXAMINATION**

**TO ESTABLISH A LIST FOR THE POSITION OF  
ENGINEERING AIDE I**  
(Position Code No. 06.215)

FELIX P. CAMACHO  
Governor of Guam

MICHAEL W. CRUZ, M.D.  
Lieutenant Governor

LOURDES M. PEREZ  
Director

JOSEPH C. MANIBUSAN  
Deputy Director

ANNOUNCEMENT NO:

DOA05-09

APPLICATIONS WILL BE ACCEPTED  
FOR THE PERIOD

JANUARY 7, 2009 - JANUARY 29, 2009

PAY GRADE:

OPEN: E-1; \$16,656 P/A - E-10; \$24,984 P/A  
PROM: E-1; \$16,656 P/A - E-20; \$35,242 P/A

**WHO CAN APPLY**

Open to government of Guam employees and the public.

**QUALIFICATION  
REQUIREMENTS**

Graduation from high school, supplemented by courses in drafting and basic mathematics; or

Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**SUITABILITY  
DETERMINATION  
FORM**

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**POLICE & COURT  
CLEARANCE  
REQUIREMENTS**

If you are selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

**NATURE OF WORK**

This is routine drafting and/or surveying work. Employees in this class perform routine drafting work independently after initial training and work under closer supervision on more complex developmental assignments.

**ILLUSTRATIVE  
EXAMPLES OF WORK**

Performs simple drafting work such as reducing and plotting simple field notes; assists in searching land records. Figures applicable scales; performs simple mathematical lettering; makes minor alterations to drawings containing clearly depicted objects by following furnished notes, records and sketches, or specific verbal instruction; retraces simple completed drawings with ink or pencil. Searches records and files; files and duplicates plans and other material and performs clerical work. Cuts bush along line of sight; digs for survey monuments. Keeps all equipment such as machetes, chain, axes, and reels cleaned and oiled or sharpened.

**KNOWLEDGE,  
ABILITIES & SKILLS**

Knowledge of basic mathematics. Ability to learn and apply basic principles of drafting. Ability to follow oral, written and graphic instructions. Ability to work effectively with the public and employees. Skill in this use and care of equipment and instruments in drafting and/or surveying work.

**EXAMINATION  
REQUIREMENTS**

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.0 percent on the basis of their training, education and experience in relation to the requirements of the position.

**DOCUMENTATION  
REQUIREMENTS**

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

**INTERVIEWING  
PROCEDURES**

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

**DRUG  
SCREENING**

Applicants selected for and offered employment with the government of Guam shall undergo and pass a mandatory drug test before being employed.

**WHERE TO APPLY**

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

**FOR MORE  
INFORMATION**

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400. In addition job announcements and job application forms are accessible at Department of Administration's website at [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov). Also job applications can be download from [http://www.govguamdocs.com/doa/index\\_doa.htm](http://www.govguamdocs.com/doa/index_doa.htm).

  
For: **CECILIA G. MARTINEZ**, Manager  
Human Resources Division

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER WE DO NOT DISCRIMINATE  
ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN,  
MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR  
POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.**



DEPARTMENT OF ADMINISTRATION  
HUMAN RESOURCES DIVISION  
GOVERNMENT OF GUAM

**MERIT OPPORTUNITY JOB ANNOUNCEMENT  
DEPARTMENTAL COMPETITIVE EXAMINATION**

**TO ESTABLISH A LIST FOR THE POSITION OF  
GEOGRAPHIC INFORMATION SYSTEMS/LAND  
INFORMATION SYSTEM MANAGER**

(Position Code No. 6.237)

ANNOUNCEMENT NO:

DOA03-09

APPLICATIONS WILL BE ACCEPTED  
FOR THE PERIOD

JANUARY 7, 2009 - JANUARY 29, 2009

AREA OF CONSIDERATION: **DEPARTMENT OF LAND MANAGEMENT**

PAY GRADE:

OPEN: O-1; \$33,811 P/A - O-10; \$50,717 P/A

PROM: O-1; \$33,811 P/A - O-20; \$71,541 P/A

**WHO CAN APPLY**

Only permanent, government of Guam employees from the department or agency as identified in the area of consideration above, can apply. The appointing authority for the above department/agency has identified this position as a career development opportunity for his/her employees. This change in the Department of Administration's application acceptance policy is effectively August 23, 2005.

**QUALIFICATION  
REQUIREMENTS**

Two years experience in the management or supervision of geographic information system/land information systems and graduation from a recognized college or university with a Bachelor's degree in Computer Science, GIS, Social Science, Engineering, Geography, Urban Planning, or related field; **OR**

One year experience in the management or supervision of geographic information/Land Information systems and graduation from a recognized college or university with a Master's Degree in Computer Science, GIS, Social Science, Engineering, geography, Urban Planning, or related field; **OR**

Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**SUITABILITY  
DETERMINATION  
FORM**

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**POLICE & COURT  
CLEARANCE  
REQUIREMENTS**

If you are selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

**NATURE OF WORK**

This is complex administrative and professional work involved with the development, implementation and production of a Geographic Information System (GIS) and Land Information System (LIS). Employees in this class administer, manage, coordinate and supervise activities engaged in GIS/LIS operations within a department/agency, and the user community.

**ILLUSTRATIVE  
EXAMPLES OF WORK**

Establish and oversee the overall objectives of the agency's geographic and land information system and provides direct supervision to professional and technical staff. Confer with management for additional processing requirements to meet current and future informational

needs and to determine the hardware, software and operating systems capabilities necessary to meet these requirements. Formulate work plans to meet the agency's automation objectives and defines staffing pattern requirements necessary to implement the work plans, special project areas and schedules. Develop and modify long, short, and immediate range plans to address computerized informational needs among difference agencies. Develop and implement policies and procedures to guide the information management operations of the division. Coordinate and conduct system policy development. Confer with division heads methodologies and techniques necessary for project dispute resolution and for establishing project priorities. Responsible for the planning, budgeting, coordination and evacuation of activities in conjunction with the agency's overall automation and operational requirements. Coordinate with other department/agencies and nongovernment entities for GIS/LIS awareness, integration and data exchange requirements. Maintains records and prepares administrative reports and other requirements. Performs related duties as required.

**KNOWLEDGE,  
ABILITIES & SKILLS**

Knowledge of geographic and land information system concepts, principles and practices. Knowledge of mapping concepts and principles. Knowledge of the principles of data base management systems. Knowledge of principles and practices of socio-economic, environmental, and land use planning. Knowledge of laws, rules, regulations, policies and procedures as it applies to department/agency mandates. Ability to administer and supervise GIS/LIS program requirements. Ability to prepare plans in conjunction with the department/agency automation requirements. Ability to evaluate operational effectiveness and recommend or effect changes in policies and procedures to improve organizational efficiency. Ability to translate planning requirements into GIS applications. Ability to make decisions in accordance with program guidelines. Ability to prepare, review and evaluate technical planning, GIS reports, proposals and recommend appropriate actions. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing.

**EXAMINATION  
REQUIREMENTS**

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

**DOCUMENTATION  
REQUIREMENTS**

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

**INTERVIEWING  
PROCEDURES**

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

**DRUG  
SCREENING**

Applicants selected for and offered employment with the government of Guam shall undergo and pass a mandatory drug test before being employed.

**WHERE TO APPLY**

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

**FOR MORE  
INFORMATION**

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400. In addition job announcements and job application forms are accessible at Department of Administration's website at [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov). Also job applications can be download from [http://www.govguamdocs.com/daa/index\\_daa.htm](http://www.govguamdocs.com/daa/index_daa.htm).

For:   
CECILIA G. MARTINEZ, Manager  
Human Resources Division

**WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.**



DEPARTMENT OF ADMINISTRATION  
HUMAN RESOURCES DIVISION  
GOVERNMENT OF GUAM

FELIX P. CAMACHO  
Governor of Guam

KALEO S. MOYLAN  
Lieutenant Governor

LOURDES M. PEREZ  
Director

JOSEPH C. MANIBUSAN  
Deputy Director

**JOB ANNOUNCEMENT  
OPEN COMPETITIVE EXAMINATION**

**TO ESTABLISH A LIST FOR THE POSITION OF  
LEGAL SECRETARY I**  
(Position Code No. 0.228)

ANNOUNCEMENT NO:

DOA 194-06

APPLICATIONS WILL BE ACCEPTED  
FOR THE PERIOD

January 29, 2009  
MAY 08, 2006 - ~~CONTINUOUS~~

PAY GRADE:

OPEN: H-1; \$19,974 P/A - H-10; \$29,862 P/A  
PROM: H-1; \$19,974 P/A - H-20; \$42,264 P/A

**WHO CAN APPLY**

Open to government of Guam employees and the public.

**QUALIFICATION  
REQUIREMENTS**

Two (2) years and six (6) months of experience in typing and clerical or transcription work, including one year of word processing experience, and graduation from a recognized college with an Associates degree in office technology or secretarial studies; or

Three (3) years of experience in typing and clerical or transcription work, including one (1) year of word processing experience and completion of a certificate program in office systems or clerical studies from a recognized college; or

Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**SUITABILITY  
DETERMINATION  
FORM**

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**POLICE & COURT  
CLEARANCE  
REQUIREMENTS**

If you are selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

**NATURE OF WORK**

This is entry legal secretarial work. Employees in this class perform routine legal secretarial duties for an attorney following established procedures. Work is reviewed through internal controls and review of completed tasks, records, and reports. Supervision is received on a daily basis until duties are learned.

**ILLUSTRATIVE  
EXAMPLES OF WORK**

Types and prepares complete case packages; transcribes from a recording machine or attorney's notes, letters, memoranda, telephone conversations, and legal documents such as petitions, answers, pleadings, or other types of abstracts, and depositions; uses appropriate forms and formats in the preparation of legal documents; proofreads all documents before processing for accuracy as to form and grammar. Reviews all incoming legal documents and correspondence for the attorney; initiates action as necessary such as contacting clients regarding scheduled court hearings, ensures service of notice and

## LEGAL SECRETARY I

other matters on opposing parties; does follow up as required on other documents; obtains necessary information from respective files to prepare and submit documents to the attorney for approval. By direction of attorney and/or Administrative Supervisor, receives and screens all persons wishing to see or talk to the attorney; furnishes or obtains information concerning pending or closed cases and matters using discretion and judgement in determining what information may be released or needed for a particular case. Maintains calendar and schedule appointments for attorney; coordinates and schedules hearings with the court, meetings with clients, adverse parties and opposing counsels. Establishes and maintains the attorney's and/or client's case files; maintains tickler system to keep abreast of case deadlines; prepares daily dockets and retrieves case files for hearings and appointments. Performs related duties as required.

### **KNOWLEDGE, ABILITIES & SKILLS**

Skill in using word processing applications on a micro-computer and typing at a prescribed rate of speed. Knowledge of business English, spelling, punctuation, and grammar. Knowledge of office practices and procedures. Ability to communicate effectively, orally and in writing. . . Ability to exercise good judgment, courtesy and tact in receiving callers, giving and obtaining pertinent information, and making proper disposition of problems. Ability to work effectively with clients, employees, and the public. Ability to transcribe from an audio recording device. Ability to maintain records and prepare reports. Ability to learn legal terminology, case management techniques and procedures, formats and forms. Ability to learn, interpret and apply program guidelines and requirements

### **EXAMINATION REQUIREMENTS**

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position

### **DOCUMENTATION REQUIREMENTS**

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

### **INTERVIEWING PROCEDURES**

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

### **DRUG SCREENING**

Applicants selected for and offered employment with the government of Guam shall undergo and pass a mandatory drug test before being employed.

### **WHERE TO APPLY**

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

### **FOR MORE INFORMATION**

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400.

For:   
CECILIA G. MARTINEZ, Manager  
Human Resources Division

**WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.**



DEPARTMENT OF ADMINISTRATION  
HUMAN RESOURCES DIVISION  
GOVERNMENT OF GUAM

**JOB ANNOUNCEMENT  
OPEN COMPETITIVE EXAMINATION**

**TO ESTABLISH A LIST FOR THE POSITION OF  
PERSONNEL SPECIALIST IV**  
(Position Code No. 2.538)

FELIX P. CAMACHO  
Governor of Guam

MICHAEL W. CRUZ,  
M.D.  
Lieutenant Governor

LOURDES M. PEREZ  
Director

JOSEPH C. MANIBUSAN  
Deputy Director

ANNOUNCEMENT NO:

DOA01-09

APPLICATIONS WILL BE ACCEPTED  
FOR THE PERIOD

JANUARY 7, 2009 - JANUARY 29, 2009

PAY GRADE:

OPEN: N-1; \$31,064 P/A - N-10; \$46,596 P/A  
PROM: N-1; \$31,064 P/A - N-20; \$65,728 P/A

**WHO CAN APPLY**

Open to all government of Guam employees and the public.

**QUALIFICATION  
REQUIREMENTS**

Four years of specialized experience in public personnel administration work, including one year as a Personnel Specialist III or equivalent work; and graduation from a recognized college or university with a Bachelor's degree in public or business administration, social or behavioral science or related fields; or

Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**NECESSARY SPECIAL  
QUALIFICATION**

Possession of a valid driver's license may be required. (Must be verified at the time of submission of application or include a photocopy).

**MINIMUM  
EDUCATIONAL  
REQUIREMENTS**

"Pursuant to Public Law 27-61, all employment in the service of the government of Guam shall have, as a reasonable measure of job performance, the minimum requirement of a high school diploma or a successful completion of a General Educational Development ("GED") Test, or any equivalent of a general education high school program, or a successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field required for the job. This shall apply to individuals hired after May 17, 2002. This requirement does not apply to incumbent employees hired prior to May 17, 2002 if applying for positions in the same class series."

**SUITABILITY  
DETERMINATION  
FORM**

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**POLICE & COURT  
CLEARANCE  
REQUIREMENTS**

If you are selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

**NATURE OF WORK**

This is complex supervisory and professional public personnel administration work. Employees in this class supervise and perform the full range of complex professional duties in one or more specialized program areas of the profession.

## PERSONNEL SPECIALIST IV

### ILLUSTRATIVE EXAMPLES OF WORK

Supervises the development and improvement of a wide variety of selection methodologies such as job analysis, content validity criterion-related validity, assessment center and unassembled examination; evaluates and recommends the proper procedure for the formulation of interpretation of such items as cut-off scores, degree of freedom, the significance of correlation coefficients, and the practical significance of written tests; recommends approval in the selection of the proper test methodology to apply to a specific position classification; guides the conduct of the proper documentation of test procedures. Supervises and conducts classification and pay studies involving a large variety of jobs; supervises the review and disposition of classification and pay appeals; coordinates and participates in the collection and analysis of pay rates, fringe benefits and other factors affecting compensation and recommends rates of pay for a large variety of jobs; conducts training and orientation to employees and supervisors on position classification concepts, policies and practices; formulates and recommends improved program procedures and techniques; plans and implements position maintenance reviews; supervises the review and disposition of a variety of requests for pay adjustments. Supervises and conducts a variety of training workshops for government employees; plans and coordinates schedules of training courses; reviews contracts made with instructors and consultants in order to satisfy program guidelines; formulates new training proposals for government programs or training packages; directs training needs assessment surveys and evaluation studies in program effectiveness. Supervises a recruitment program servicing the non-autonomous departments and agencies; answers inquiries of employees and the public concerning employment matters; develops rating schedules, procedures, and guidelines for the evaluation of training and experience in accordance with established class standards; confers with agency heads/supervisors regarding personnel needs and problems evaluates job applications for a variety of job announcements for eligibility determination and certification; performs recruiting assignments which include writing materials publicizing job openings, and planning and developing sources of recruitment; plans and conducts studies and analyses directed toward improving the effectiveness of recruitment programs and methods. Meets with agency heads to evaluate personnel needs and problems; conducts research studies; formulates procedures and technical recommendations of major scope and impact. Maintains records and writes complex technical reports. Performs related duties as required.

### KNOWLEDGE, ABILITIES & SKILLS

Knowledge of the principles, methods, and practices of public personnel administration. Knowledge of the principles, theory and practices of test validation and personnel selection procedures, as required. Knowledge of the principles and practices of position classification and salary administration, as required. Knowledge of the principles, practices and techniques of employee training and development, as required. Knowledge of public employment recruitment principles and practices, with particular reference to eligibility determination, rating, and certification, as required. Ability to supervise the work of others. Ability to apply, interpret, and make decisions in accordance with personnel laws, rules, regulations, policies and other appropriate guidelines. Ability to gather, analyze, draw valid conclusions and recommend appropriate action from facts and information. Ability to evaluate program effectiveness and recommend changes in techniques, procedures and practices to enhance effectiveness. Ability to work effectively with employees and the public. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare technical reports. Skill in the safe operation of a motor vehicle may be required.

### EXAMINATION REQUIREMENTS

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

### DOCUMENTATION REQUIREMENTS

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

### INTERVIEWING PROCEDURES

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

### DRUG SCREENING

Applicants selected for and offered employment with the government of Guam shall undergo and pass a mandatory drug test before being employed.

### WHERE TO APPLY

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

### FOR MORE INFORMATION

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400. In addition job announcements and job application forms are accessible at Department of Administration's website at [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov). Also job applications can be download from [http://www.govquamdcs.com/doa/index\\_doa.htm](http://www.govquamdcs.com/doa/index_doa.htm).

For:   
CECILIA G. MARTINEZ, Manager  
Human Resources Division

**WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.**





DEPARTMENT OF ADMINISTRATION  
HUMAN RESOURCES DIVISION  
GOVERNMENT OF GUAM

**JOB ANNOUNCEMENT  
OPEN COMPETITIVE EXAMINATION**

TO ESTABLISH A LIST FOR THE POSITION OF  
**PROGRAM COORDINATOR I**  
**COMPETITIVE LIMITED TERM APPOINTMENT**  
(Position Code No. 2.120)

FELIX P. CAMACHO  
Governor of Guam

MICHAEL W. CRUZ, M.D.  
Lieutenant Governor

LOURDES M. PEREZ  
Director

JOSEPH C. MANIBUSAN  
Deputy Director

ANNOUNCEMENT NO:

DOA 18-08

APPLICATIONS WILL BE ACCEPTED  
FOR THE PERIOD

**January 29, 2009**  
MARCH 27, 2008 - ~~CONTINUOUS~~

PAY GRADE:

OPEN: K-1; \$24,656 P/A - K-10; \$36,984 P/A  
PROM: K-1; \$24,656 P/A - K-20; \$52,170 P/A

**WHO CAN APPLY**

Only to government of Guam employees and the public.

**QUALIFICATION  
REQUIREMENTS**

Graduation from a recognized college or university with a Bachelor's degree; or

Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**SUITABILITY  
DETERMINATION  
FORM**

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**POLICE & COURT  
CLEARANCE  
REQUIREMENTS**

If you are selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

**NATURE OF WORK**

This is routine technical work involved in planning, developing, implementing, and coordinating federally funded or local programs and projects. Employees in this class perform routine technical duties independently after initial training and work under close supervision on a variety of more complex developmental assignments.

**ILLUSTRATIVE  
EXAMPLES OF WORK**

Participates and assists in reviewing and making studies of provisions of various Federal Grants and Aids Programs; compiles and reviews basic provisions and matching financial requirements. Participates in the development, implementation and coordination of federally funded programs and projects; reviews, and checks federal registers, manuals, and reports. Participates in the development and implementation of comprehensive plans and annual work programs. Collects and analyzes statistical data and performs research. Prepares and submits monthly statistical reports; plans, prepares, and distributes to the media and to the public materials relative to federal and local programs. Participates in the preparation of the fiscal year program budget. Performs related duties as assigned.

**KNOWLEDGE,  
ABILITIES & SKILLS**

Knowledge of the principles and practices of modern public administration. Knowledge of bookkeeping principles and compilation of statistics. Ability to plan, develop, implement and coordinate federally funded projects and programs. Ability to learn, interpret and apply pertinent laws, regulations and related program guidelines. Ability to make work decisions in accordance with appropriate program guidelines. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

## PROGRAM COORDINATOR

### EXAMINATION REQUIREMENTS

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

### DOCUMENTATION REQUIREMENTS

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

### INTERVIEWING PROCEDURES

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

### DRUG SCREENING

Applicants selected for and offered employment with the government of Guam shall undergo and pass a mandatory drug test before being employed.

### WHERE TO APPLY

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.

### FOR MORE INFORMATION

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400.

  
For: CECILIA G. MARTINEZ, Manager  
Human Resources Division

3/3/20

**WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.**



FELIX P. CAMACHO  
Governor of Guam

MICHAEL W. CRUZ, M.D.  
Lieutenant Governor

LOURDES M. PEREZ  
Director

JOSEPH C. MANIBUSAN  
Deputy Director

DEPARTMENT OF ADMINISTRATION  
HUMAN RESOURCES DIVISION  
GOVERNMENT OF GUAM

**MERIT OPPORTUNITY JOB ANNOUNCEMENT  
DEPARTMENTAL COMPETITIVE EXAMINATION**

**TO ESTABLISH A LIST FOR THE POSITION OF  
PROGRAM COORDINATOR IV**

(Position Code No. 2.123)

ANNOUNCEMENT NO:

DOA178-08

APPLICATIONS WILL BE ACCEPTED  
FOR THE PERIOD

DECEMBER 17, 2008 - JANUARY 12, 2009

AREA OF CONSIDERATION: **PUBLIC HEALTH AND SOCIAL SERVICES**

PAY GRADE:

OPEN: N-1; \$31,064 P/A - N-10; \$46,596 P/A  
PROM: N-1; \$31,064 P/A - N-20; \$65,728 P/A

**WHO CAN APPLY**

Only permanent, government of Guam employees from the department or agency as identified in the area of consideration above, can apply. The appointing authority for the above department/agency has identified this position as a career development opportunity for his/her employees. This change in the Department of Administration's application acceptance policy is effectively August 23, 2005.

**QUALIFICATION  
REQUIREMENTS**

Four (4) years of experience in planning, developing, coordinating or implementing of programs or projects and graduation from a recognized college or university with a Bachelor's degree; **OR**

Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**SUITABILITY  
DETERMINATION  
FORM**

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**POLICE & COURT  
CLEARANCE  
REQUIREMENTS**

If you are selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

**NATURE OF WORK**

Administers the programs and activities of federally funded programs.

**ILLUSTRATIVE  
EXAMPLES OF WORK**

Directs the planning, development, coordination and implementation of programs and projects under federal grants and aids. Directs the development and preparation of comprehensive plans and annual work programs. Provides consultation and technical assistance to program staff. Monitors and evaluates the administration and operation of all federal programs; implements corrective action to improve the overall efficiency and effectiveness of all programs; develops and establishes procedural manuals in the administration of programs. Establishes program priorities to determine the most effective distribution of available federal funds; approves, rejects or modifies subgrantee applications. Confers with public officials and others to achieve the fullest utilization of federal grants and aids. Oversees the maintenance and proper control of records of all expenditures and obligations relating to the programs; reviews payment requests and recommends appropriate adjustments to budgetary requirements or needs. Reviews and analyzes budget requests for federal funding submitted by departments

## **PROGRAM COORDINATOR IV**

and agencies. Directs various phases of research and statistical activities in support of the programs. Assess staff training and technical assistance needs according to short and long range goals. Keeps abreast of developments and changes in federal laws, regulations and congressional bills on federal grants and aid programs. Performs related duties as required.

### **KNOWLEDGE, ABILITIES & SKILLS**

Knowledge of the principles and practices of modern public administration. Ability to interpret and apply applicable laws, rules, regulations, policies and procedures regarding federal aid programs. Ability to administer the programs and activities of federally funded programs. Ability to evaluate operational effectiveness and implement changes in program functions to improve effectiveness. Ability to make work decisions in accordance with pertinent laws, rules and regulations and to apply departmental policies to work problems. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

### **EXAMINATION REQUIREMENTS**

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

### **DOCUMENTATION REQUIREMENTS**

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

### **INTERVIEWING PROCEDURES**

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

### **DRUG SCREENING**

Applicants selected for and offered employment with the government of Guam shall undergo and pass a mandatory drug test before being employed.

### **WHERE TO APPLY**

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

### **FOR MORE INFORMATION**

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400. In addition job announcements and job application forms are accessible at Department of Administration's website at [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov). Also job applications can be download from [http://www.govguamdocs.com/doa/index\\_doa.htm](http://www.govguamdocs.com/doa/index_doa.htm).

For:   
CECILIA G. MARTINEZ, Manager  
Human Resources Division

**WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.**



DEPARTMENT OF ADMINISTRATION  
HUMAN RESOURCES DIVISION  
GOVERNMENT OF GUAM

**JOB ANNOUNCEMENT  
OPEN COMPETITIVE EXAMINATION**

**TO ESTABLISH A LIST FOR THE POSITION OF  
PROGRAM COORDINATOR IV (S.F.)**

(Position Code No. 2.123)

FELIX P. CAMACHO  
Governor of Guam

MICHAEL W. CRUZ,  
M.D.  
Lieutenant Governor

LOURDES M. PEREZ  
Director

JOSEPH C. MANIBUSAN  
Deputy Director

ANNOUNCEMENT NO:

DOA04-09

APPLICATIONS WILL BE ACCEPTED  
FOR THE PERIOD

JANUARY 7, 2009 - JANUARY 29, 2009

PAY GRADE:

OPEN: N-1; \$31,064 P/A - N-10; \$46,596 P/A  
PROM: N-1; \$31,064 P/A - N-20; \$65,728 P/A

**SELECTIVE FACTOR:** To qualify for this position, you must have, "Knowledge of the Guam Breast and Cervical Cancer Early Detection Program" in addition to meeting the minimum qualification requirements below.

**WHO CAN APPLY**

Open to all government of Guam employees and the public.

**QUALIFICATION  
REQUIREMENTS**

Four (4) years of experience in planning, developing, coordinating or implementing of programs or projects and graduation from a recognized college or university with a Bachelor's degree; **OR**

Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**SUITABILITY  
DETERMINATION  
FORM**

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**POLICE & COURT  
CLEARANCE  
REQUIREMENTS**

If you are selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

**NATURE OF WORK**

Administers the programs and activities of federally funded programs.

**ILLUSTRATIVE  
EXAMPLES OF WORK**

Directs the planning, development, coordination and implementation of programs and projects under federal grants and aids. Directs the development and preparation of comprehensive plans and annual work programs. Provides consultation and technical assistance to program staff. Monitors and evaluates the administration and operation of all federal programs; implements corrective action to improve the overall efficiency and effectiveness of all programs; develops and establishes procedural manuals in the administration of programs. Establishes program priorities to determine the most effective distribution of available federal funds; approves, rejects or modifies subgrantee applications. Confers with public officials and others to achieve the fullest utilization of federal grants and aids. Oversees the maintenance and proper control of records of all expenditures and obligations relating to the programs; reviews payment requests and recommends appropriate adjustments to budgetary requirements or

## PROGRAM COORDINATOR IV

### KNOWLEDGE, ABILITIES & SKILLS

needs. Reviews and analyzes budget requests for federal funding submitted by departments and agencies. Directs various phases of research and statistical activities in support of the programs. Assesses staff training and technical assistance needs according to short and long range goals. Keeps abreast of developments and changes in federal laws, regulations and congressional bills on federal grants and aid programs. Performs related duties as required.

Knowledge of the principles and practices of modern public administration. Ability to interpret and apply applicable laws, rules, regulations, policies and procedures regarding federal aid programs. Ability to administer the programs and activities of federally funded programs. Ability to evaluate operational effectiveness and implement changes in program functions to improve effectiveness. Ability to make work decisions in accordance with pertinent laws, rules and regulations and to apply departmental policies to work problems. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

### EXAMINATION REQUIREMENTS

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

### DOCUMENTATION REQUIREMENTS

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

### INTERVIEWING PROCEDURES

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

### WHERE TO APPLY

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

### FOR MORE INFORMATION

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400. In addition job announcements and job application forms are accessible at Department of Administration's website at [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov). Also job applications can be download from [http://www.govguamdocs.com/dpa/index\\_doa.htm](http://www.govguamdocs.com/dpa/index_doa.htm).

For:   
CECILIA G. MARTINEZ, Manager  
Human Resources Division

**WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.**



DEPARTMENT OF ADMINISTRATION  
HUMAN RESOURCES DIVISION  
GOVERNMENT OF GUAM

**JOB ANNOUNCEMENT  
OPEN COMPETITIVE EXAMINATION**

**TO ESTABLISH A LIST FOR THE POSITION OF  
SAFETY ADMINISTRATOR  
(Position Code No. 04.115 )**

FELIX P. CAMACHO  
Governor of Guam

MICHAEL W.  
CRUZ, M.D.  
Lieutenant Governor

LOURDES M. PEREZ  
Director

JOSEPH C. MANIBUSAN  
Deputy Director

ANNOUNCEMENT NO:

DOA06-09

APPLICATIONS WILL BE ACCEPTED  
FOR THE PERIOD

JANUARY 7, 2009 - JANUARY 29, 2009

PAY GRADE:

OPEN: M-1; \$28,678 P/A - M-10; \$43,018 P/A  
PROM: M -1; \$28,678 P/A - M-20; \$60,681 P/A

**WHO CAN APPLY**

Open to government of Guam employees and the public.

**QUALIFICATION  
REQUIREMENTS**

Three years of progressively responsible technical experience in occupational safety inspection/enforcement work and one year of supervisory experience, and graduation from a recognized college or university with a Bachelor's degree in business of public administration or related field; or

Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**MINIMUM  
EDUCATIONAL  
REQUIREMENTS**

"Pursuant to Public Law 27-61, all employment in the service of the government of Guam shall have, as a reasonable measure of job performance, the minimum requirement of a high school diploma or a successful completion of a General Educational Development ("GED") Test, or any equivalent of a general education high school program, or a successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field required for the job. This shall apply to individuals hired after May 17, 2002. This requirement does not apply to incumbent employees hired prior to May 17, 2002 if applying for positions in the same class series."

**SUITABILITY  
DETERMINATION  
FROM**

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**POLICE & COURT  
CLEARANCE  
REQUIREMENTS**

If you are selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

**NATURE OF WORK**

Administers the occupational safety programs and activities of a department/agency.

**ILLUSTRATIVE  
EXAMPLES OF WORK**

Administers the occupational safety programs and activities of a department/agency. Formulates and implements occupational safety policies, rules and regulations and other program guidelines. Evaluates operational effectiveness and initiates/recommends appropriate changes to enhance occupational safety measures and practices. Conducts inspections of work areas for the detection and elimination of unsafe acts and conditions; insures compliance with safety requirements; investigates on-the-job accidents and incidents and prepares findings and recommendations to effect accident preventive measures and minimize occupational safety hazards. Conducts safety training and provides safety manuals, posters and related materials for continuing safety education of employees. Maintains records and prepare reports. Performs related duties as required.

## SAFETY ADMINISTRATOR

### KNOWLEDGE, ABILITIES & SKILLS

Knowledge of administrative principles and practices. Knowledge of the occupational hazards inherent in various types of occupations and the standard safety precautionary measures. Ability to administer occupational safety programs and activities. Ability to make work decisions in accordance with appropriate program guidelines. Ability to interpret, apply and enforce occupational safety laws, rules, regulations and other program guidelines. Ability to evacuate operational effectiveness and recommend/initiate changes to improve program effectiveness. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

### EXAMINATION REQUIREMENTS

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.0 percent on the basis of their training, education and experience in relation to the requirements of the position.

### DOCUMENTATION REQUIREMENTS

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

### INTERVIEWING PROCEDURES

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

### DRUG SCREENING

This is a Testing Designated Position (TDP), as identified in the Drug Free Workplace Program. An applicant tentatively selected for this position will be required to submit to urinalysis for illegal use of drugs prior to final selection. {Exception: If the position change is for thirty (30) days or less, or the applicant is classified employee not moving to a TDP or currently occupies a government of Guam Testing Designated Position (TDP), no applicant test is required.} The selection is contingent upon a negative drug test result and, thereafter, the selectee will be subject to drug testing on a random basis as the incumbent of a TDP. Further, all government employees may be subject to drug testing under certain circumstances such as reasonable suspicion and after an accident or an unsafe practice. All individuals will have an opportunity to submit medical documentation that may support the legitimate use of a specific drug to a Medical Review Officer. An applicant's test results will be provided to the selecting official and the Department of Administration, Human Resources Division, before a final selection is made. A verified positive drug test result of a current employee occupying a TDP will also be provided to the employing appointing authority. Situations in which applicant refused or ignored the requirement to take a pre-employment drug test without just cause are to be handled as disqualified.

### WHERE TO APPLY

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

### FOR MORE INFORMATION

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400. In addition job announcements and job application forms are accessible at Department of Administration's website at [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov). Also job applications can be download from [http://www.govguamdocs.com/doa/index\\_doa.htm](http://www.govguamdocs.com/doa/index_doa.htm).

  
For: **CECILIA G. MARTINEZ**, Manager  
Human Resources Division

**WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.**





FELIX P. CAMACHO  
Governor of Guam

MICHAEL W. CRUZ, M.D.  
Lieutenant Governor

LOURDES M. PEREZ  
Director

JOSEPH C. MANIBUSAN  
Deputy Director

DEPARTMENT OF ADMINISTRATION  
HUMAN RESOURCES DIVISION  
GOVERNMENT OF GUAM

**JOB ANNOUNCEMENT  
OPEN COMPETITIVE EXAMINATION**

**TO ESTABLISH A LIST FOR THE POSITION OF  
VETERANS SERVICE REPRESENTATIVE**

(Position Code No. 03.023)

ANNOUNCEMENT NO:  
APPLICATIONS WILL BE ACCEPTED  
FOR THE PERIOD

DOA07-09

JANUARY 7, 2009 - JANUARY 29, 2009

PAY GRADE:

OPEN: I-1; \$21,389 P/A - I-10; \$32,083 P/A  
PROM: I-1; \$21,389 P/A - I-20; \$45,256 P/A

**WHO CAN APPLY**

Open to government of Guam employees and the public.

**QUALIFICATION  
REQUIREMENTS**

Two years of technical work experience involving the application of technical guidelines and requirements and public contact work, and graduation from high school ; **OR**

Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**Necessary Special Qualification:** Possession of a valid driver's license.

**MINIMUM  
EDUCATIONAL  
REQUIREMENTS**

"Pursuant to Public Law 27-61, all employment in the service of the government of Guam shall have, as a reasonable measure of job performance, the minimum requirement of a high school diploma or a successful completion of a General Educational Development ("GED") Test, or any equivalent of a general education high school program, or a successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field required for the job. This shall apply to individuals hired after May 17, 2002. This requirement does not apply to incumbent employees hired prior to May 17, 2002 if applying for positions in the same class series."

**SUITABILITY  
DETERMINATION  
FROM**

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**POLICE & COURT  
CLEARANCE  
REQUIREMENTS**

If you are selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test(see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

**NATURE OF WORK**

This is complex technical work involved in the processing applications for veterans and their representative claiming benefits under the jurisdiction of the Veterans Administration.

## VETERANS SERVICE REPRESENTATIVE

### ILLUSTRATIVE EXAMPLES OF WORK

Assists veterans or their representative complete application/claims forms for services or benefits; gathers, evaluates and secures documents and facts regarding veterans military, social and medical history; checks forms, records and documents for accuracy and conformance with established requirements.

### KNOWLEDGE, ABILITIES & SKILLS

Knowledge of modern office practices. Ability to learn, apply and interpret laws, regulations, and other program guidelines. Ability to gather, evaluate and secure facts and documents pertinent to benefits eligibility determinations. Ability to work effectively with the veterans, public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports. Skills in the safe operation of motor vehicle.

### EXAMINATION REQUIREMENTS

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

### DOCUMENTATION REQUIREMENTS

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

### INTERVIEWING PROCEDURES

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

### DRUG SCREENING

Applicants selected for and offered employment with the government of Guam shall undergo and pass a mandatory drug test before being employed.

### WHERE TO APPLY

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

### FOR MORE INFORMATION

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400. In addition job announcements and job application forms are accessible at Department of Administration's website at [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov). Also job applications can be download from [http://www.govguamdocs.com/doa/index\\_doa.htm](http://www.govguamdocs.com/doa/index_doa.htm).

For:   
CECILIA G. MARTINEZ, Manager  
Human Resources Division

**WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.**



DEPARTMENT OF ADMINISTRATION  
HUMAN RESOURCES DIVISION  
GOVERNMENT OF GUAM

**JOB ANNOUNCEMENT  
OPEN COMPETITIVE EXAMINATION**

**TO ESTABLISH A LIST FOR THE POSITION OF  
VITAL STATISTICS TECHNICIAN**

(Position Code No. 1.157)

FELIX P. CAMACHO  
Governor of Guam

MICHAEL W. CRUZ, M.D.  
Lieutenant Governor

LOURDES M. PEREZ  
Director

JOSEPH C. MANIBUSAN  
Deputy Director

ANNOUNCEMENT NO:

DOA180-08

APPLICATIONS WILL BE ACCEPTED  
FOR THE PERIOD

DECEMBER 29, 2008 - JANUARY 21, 2009

PAY GRADE:

OPEN: G-1; \$18,723 P/A - G-10; \$28,085 P/A  
PROM: G-1; \$18,723 P/A - G-20; \$39,617 P/A

**WHO CAN APPLY**

Open to government of Guam employees and the public.

**QUALIFICATION  
REQUIREMENTS**

Three years of experience in Vital Statistics or related work including six months in the operation of a computer system and graduation from high school; or

Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**SUITABILITY  
DETERMINATION  
FORM**

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**POLICE & COURT  
CLEARANCE  
REQUIREMENTS**

If you are selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

**NATURE OF WORK**

This is technical statistical work involved in the maintenance and catalogue of vital statistical records through the use of a computerized system. Employees in this class perform the full range of complex vital statistics functions independently on an ongoing basis.

**ILLUSTRATIVE  
EXAMPLES OF WORK**

Reviews, establishes and codifies vital statistical information through the use of a computerized system. Codes diseases and condition diagnoses in compliance with classification requirements and procedures. Maintains and retrieves data using a special computer code to ensure the confidentiality and non-tampering of such information; cross-references vital information from documents versus computer system to ensure the accuracy and appropriateness of such vital information for immediate corrective action.

# VITAL STATISTICS TECHNICIAN

## **KNOWLEDGE, ABILITIES & SKILLS**

Coordinates with agencies and instrumentalities for the collection and retrieval of vital information pursuant to Registration Laws. Interprets and enforces registration laws, policies and procedures. Develops, prepares and compiles vital statistical data for incorporation into the Annual Statistical Report. May supervise lower clerical subordinates. Performs related duties as assigned.

Knowledge of basic statistical computation. Knowledge of office practices and procedures. Ability to learn to apply computer application procedures. Ability to learn and apply established laws, policies and related guidelines. Ability to code and summarize basic vital statistics data. Ability to make arithmetic computations. Ability to work effectively with the public and employees. Ability to communicate effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

## **EXAMINATION REQUIREMENTS**

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

## **DOCUMENTATION REQUIREMENTS**

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

## **INTERVIEWING PROCEDURES**

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

## **DRUG SCREENING**

Applicants selected for and offered employment with the government of Guam shall undergo and pass a mandatory drug test before being employed.

## **WHERE TO APPLY**

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

## **FOR MORE INFORMATION**

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400. In addition job announcements and job application forms are accessible at Department of Administration's website at [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov). Also job applications can be download from [http://www.govquamdcs.com/doa/index\\_doa.htm](http://www.govquamdcs.com/doa/index_doa.htm).

  
For: **CECILIA B. MARTINEZ**, Manager  
Human Resources Division

**WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.**